App. F. IX-4

1929-30
(CRB)

File No. 21-29

Previous References
CRB. 9-28 sl. 1.

Serial Nos. 1

Later References
CMS 92-39-1

Reserve
MR
26.3.43

General and Revenue Secretariat.

Serial Nos. 1

Part B for January 1930.

SUBJECT

Manual of Recruitment Rules in Mysore, revised upto 1st Nov. 1929.

D. 27 - 29-30
C. R. P.

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please take action about issuing a Revised Manual Corrected up to 1st July early

dcs 25/6/29

Mr Ibms 20/6

~~A~~ One copy of the manual is corrected up to 1st July 1929. and put up A draft is also subd

Ibms 3/7/29 Chn 3.7.29

Put up a clean copy with marginal headings.

dcs 5/7/29

D.O. 31-7-28 re keeping [illegible] - should be included [illegible]

N. B.—Shouldroutine notes be written on small slips the notes must b cipoed, or slips pasted on this form.

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

L 382
Lo. NOs

May be sent to the Press after adding the Rule re Kannada Lower Secondary Exam^n

26/7/29

Dft mbd for appl

Typg 26/7/29 Chkd 27.7.29 Issued 27/7/29

To The Supdt Govt Press
No. 634 of 27.7.29.

Forwards a copy of the revised manual together that the same may be ~~set~~ set in type in scattered size & that two clean proofs may be sent to this office at a very early date

Sus D
Typg Chkd
1/8/29

N. B.—Should routine notes be written on small slips the notes must b cipoed, or slips pasted on this form.

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D 626 / 29-30

Telegrams:—
PAPYRUS.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated the 10th Aug. 1929.

No. P. 511

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

To

R. Ranga Rao, Esq., B.A., B.L.,
Chief Secretary to the Government of Mysore,
Bangalore.

Sir,

With reference to your letter No: 634/C.P.B., dated the 27th instant, regarding the printing of the revised Manual of rules relating to recruitment to the subordinate ranks of the Public Service in Mysore, I have the honour to state that the work has been put in hand and that proofs will be sent to your office early. I request that the number of copies to be printed of the Manual may kindly be caused to be intimated to this office at an early date.

I have the honour to be,
Sir,
Your most obedient servant,

B. Puttaiya
Superintendent.

12.8.29.

D.v.s.

N. B.—Should routine notes be written on small slips the notes must be cipoed, or slips pasted on this form.

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

~~Last time when the Manual was printed, 2000 copies were obtained from~~

2000 Copies of the Manual were got printed last time. As a considerable number of copies are still in Stock remaining in ~~circulation~~, about 1500 copies may perhaps be got printed now for distribution as noted in the margin. Subd for orders with a draft.

Issue
des
23/8/29

Heads of Depttes. about 60. at 10 each & Asst Secys. = 600

Dy Comms of Sh 50 each 50×8 = 400.

Presidents of Municipalities 100.

C. R. Office & Sects 200

For Sale to the public 200

Total 1500.

Draft
Issue
23/8/29. 23.8.29

N. B.—Should routine notes be written on small slips the notes must be gumed, or slips pasted on this form.

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

To The Supdt Govt Ptg.

No 1086 of 26.8.29.

States that 1500 Copies and will have to be printed requests him to send the proof of the Manual as soon as it is ready

Sup D
27/8/29

From The Supdt Govt Ptg.
28th September 1929

Forwards two clean proofs as requested.

The proof is revised and certain additions, which were not incorporated in the draft rules are now proposed to be added

If approved a second proof will be called for. The manual may perhaps be issued as revised up to 1st Oct/29

27/9/29.

27.9.29

Yes. The Supdt may go thro. the proofs carefully and see that there is no omission &c. I have indicated certain corrections and re-arrangements.

Proof sent to Press with the appl of the Secy, CRB
1.10.29

Sup E
1.10.29

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 1880—GPO—150 000—25-21

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

about 1500 copies may be ordered to be supplied.

The second proof of the Manual received is gone through and put up for approval. ~~Before~~ While returning the proof to the Press for being printed and bound into books, the confidential portion (the spare copies of which are in Head quarters) may also be sent, ~~in~~ so that the confidential ~~proof~~ portion may be included in the copies that are to be used for the Office only.

Hons
13/10/29.

The proof is ~~mbd~~ with a fre face.
(As all the G.Os issued from time to time have been placed before the C. R. Board at the various meetings it (appears ~~not~~ does not necessary to place the proof of the (Revised manual before the Board) as was done when the same was first issued). About 1500 copies may be ordered to be supplied to this Office.

Hons
25/10/29 Rm
25.10.29

x Chg/pnd/up.

X

The existing Manual of Recruitment Rules ~~was~~ which was printed some years ago has been revised and brought up to date and proofs have been obtained and submitted for perusal before being returned to the Press. It is proposed to get 1,500 copies printed.

4658
15/11

N. B.—Should routine notes be written on small slips the notes must be cipoed, or slips pasted on this form.

Chief Secy) dcg 25/10/29

3rd Member) dcg 28/10/29

Issue dcg 30/11/29 — 17.11. M — RG 13/11/29 — dcg

X 2236
C. NB.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

DEWAN'S OFFICE
2 JAN 30
No. 2891

Printed copies of the revised edition of the Manual of Recruitment Rules have been received from the Press. 3 copies may be sent to H.H. each. Draft Final note sent for approval, and reference to the Final note in C.R.B file 9-28-1.

23.12.29 3rd Member) Dec 23/12/29.

7.N. signed by Members.

30/12

S.N. submd

Mms 2/1/30. Dewan) Dec. 2/1/30

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Final Note by the Third Member of Council.

Subject:—Manual of Recruitment Rules.

A Manual of Recruitment Rules was compiled and issued for the guidance of appointing officers during the latter part of last year, and copies of the publication were also submitted for the gracious perusal of His Highness. The Manual has now been revised by incorporating orders passed from time to time up to 1st November 1929, and copies ~~of~~ have been issued for the guidance of appointing officers.

Three copies of the revised Manual are herewith submitted for the gracious perusal of His Highness and record in the Private Secretary's office.

MEMBER OF COUNCIL.

Bangalore,
30th December 1929.

Submitted to His Highness.

I submit herewith a Final Note by the Third Member of Council on the subject of Manual of Recruitment Rules in Mysore

for His Highness' gracious ~~approval~~ perusal.

M N Krishna Rao
Dewan.

(In charge)

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Manual of Recruitment Rules in Mysore.

288

Order.

~~KRW~~

4/1/30

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Out of the 1500 copies ~~ordered to be printed~~,
300 copies of the Manual of Rules of
Permanent Law have been received from
the Govt- Press. 1200 copies more are
expected shortly. 1000 copies each
with, if approd, be distributed as shown
in para 2 of the Accompanying Statt. of
the remaining 500 copies, 300 will be
kept- in this office for meeting further
requisitions & 200 sent to the Curator
Govt- Book ~~Depot~~ Depot- for sale
to the public.

Yes
Dcg
21/12/29

Obn
21.12.29

Subd with a draft. If approd,
100 copies of the ~~draft~~ letter will
be got multigraphed.

Obn
21/12/29 21.12.29

Issue yes.
Dcg
21/12/29

~~Two hundred copies distributed~~
~~according to the enclosed list~~
~~HMM~~
~~21/1/30~~

200 copies of the Manual
may be sent to the Curator
Govt. Book Depot as has been
ordered above. A draft is put up.

Subd)
Nil
9.1.30

M.
11.1.30.

Issue
Dcg
21/1/30.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

		No of Copies to be supplied
1.	Registrar Chief Court.	~~10~~ 5
2.	Chief Commandant M.S.T.	5.
3.	I.G. of Police.	10.
4	Director of Public Instruction	5.
5.	I.G. of Prisons.	~~2~~ 3.
6.	I.G. of registration.	5.
7.	Chief Conservator of Forests.	15
8.	Comptroller to Court -	5
9.	Chief Secretary to Govt.	1.
10.	Office Branch -	5.
11.	~~Pol~~ Secretary -	1.
12.	Financial Secy -	1
13.	Secy Law Dept	1.
14.	~~Political~~ Branches of Secrt.	12
15.	Secy to Railways -	5
16.	Auditor Impor Railways.	5
17.	Loco & Can Supdt -	2
18.	Agent Impor Railways Chief Engineer	5 5
19	Secy P.W.D.	5
20	Secy Irrigation works	5
21	Chief Electrical Engineer	5
22	Muzrai Commissioner	2.
23.	Secretary E.C.	2
24	— " — Life Insurance	5.
25.	Revenue Commr	5.
26.	Sanitary Commr	5.
27	Excise Commissioner	5.
28.	~~Stamp Commissioner~~ D.Y. Health	3.
29	Supdt Govt Gardens.	2.
30.	— " — Museum	1.
31	— " — Govt Ptg.	5.
32	— " — Rev. Survey —	3
33	Senior Surgeon —	10

103

128

162

37. Comm^r of Income tax — 5 31
38. Meteorological Reporter — 2
39 Huzur Secy to H H — 5
40 Private Secy to H H — 5
41 Supdt A. M. Dept^t — 1
42. President Bfore Cl^s mun^l^s — ~~2~~ 2
43. Chairman Cl^s Supdt Trust Board mysore ~~1~~ 2
44. Registrar Cooperative Societies 10
45 Director of Agriculture — 5
46 — " — I & C — 5
47 — " — S. O. & — ~~1~~ 2
48 Chief Inspector of mines — 2
49 Special Officer, Iron works 2
50. Dy Comm^r Bfore Dist — ~~25~~ 50+15 = 65
51 — " — Kolar — ~~20~~ 50+11 = 61
52 — " — Mysore Dist — ~~30~~ 50+24 = 74
53 — " — Hassan — ~~15~~ 50+12 = 62
54 — " — Kadur — ~~10~~ 50+9 = 59
55 — " — Shimoga — ~~10~~ 50+12 = 62
56 — " — Chitaldrug — ~~20~~ 50+11 = 61
57 — " — Tumkur — ~~20~~ 50+10 = 60
58 Registrar mysore University — 10. 504
59 Superintending Engr Shimoga Circle — 2.
60 — " — mysore circle — 2
61. Dist + Sessions Judge Bfore — ~~1~~ 15
62 — " — Shimoga — ~~1~~ 15
63 — " — mysore — ~~1~~ 15
64. Dist Educational Offices Bfore — 2
65 — " — Kolar — 2
66 — " — Mysore — 2
67 — " — Hassan — 2
68 — " — Kadur — 2
69 — " — Shimoga — 2
70 — " — Chitaldrug — 2
71 — " — Tumkur 2
72 Dy Director of Pub! Instn Shimoga Circle — 5
73 — " — mysore circle — 5.
Dist Boards Bangalore — 2

665
162
15
842
500
13
978
300
200
1478
101

Curator Central Book Depot — 200 for sale
C R B Office —— 200 Stock.

Section

File No.

Serial No.

No. 634 CRB
Encl manual.

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

To

The Superintendent
Govt Stg.

Date of issue 27.7.29

Sir,

Signed by M Des

I am directed to forward herewith a copy of the revised Manual of rules relating to recruitment to the subordinate ranks of the Public service in Mysore and to request that the same may (kindly) be (arranged to) ~~be~~ set in type (in octavo size) and ~~a first~~ two clean proofs ~~set~~ sent ~~at a room~~ to this Office at a very early date, ~~for necessary corrections~~

st of enclosures.....

Copied by.....

Examined by.....

The matter may be kindly treated as urgent & have elé

for Chief Secy to Govt

WD 0399—GPB—20,000—18-9-28

Mng
26/7/29

Ben
26-7-29.

SECTION I.

INTRODUCTORY.

1. These rules are applicable to ministerial and executive appointments in the superior service ~~which do not require the sanction of Government.~~

2. The term "Backward Communities" as used in these rules includes all communities other than Brahmins.

2(a) The appointment of a person who is not a Mysorean by birth or domicile will be permitted only under exceptional circumstances and will require the previous sanction of Govt in each case.

~~however, shown to candidates~~ with equal qualifications until 50 per cent is reached in each class or grade, provided candidates of such communities are forthcoming.

(*c*) Seventy-five per cent of the vacancies in the grade of Amins of the Judicial Department shall be filled up by promotion and 25 per cent by direct recruitment.

SECTION II.

Classification of appointments and qualifications for the same. caps & S. caps

4. All appointments are divided into four classes as below:—

I. Appointments carrying a pay of Rs. 50 and above.	~~25.~~
II. Appointments on a pay of Rs. 40 and above but less than Rs. 50.	~~, but not~~
III. Appointments on a pay of Rs. 25 and above but less than Rs. 40.	~~, but not~~
IV. Appointments on a pay less than Rs. 25.	

1043-102 C. R. 71-22-3, dated 14th September 1922.

G.O No. 3567-3652 e.H.B. 12-22-1 Dated 10th October 1928

GENERAL EDUCATIONAL QUALIFICATIONS

5. The minimum educational qualifications required for the several classes of appointments are as follows:—

2093-172 E. A. & G 14-21-7, dated 28th November 1921.

For Class I—A Degree of the Mysore University or of any other recognised University.

Letter No. 4050/ C.R.B. dated, 21st June 1928.

Note 1:- The B.A. Degree examination of the National University of Madras is not recognised for purposes of recruitment to the public service in Mysore.

G.O No 9411. CRB 36-28-1 dated 4th June 1929.

Note 2. ~~teachers in Primary Schools be followed~~ Note 2. In the selection of candidates for the appointments of teachers in High Schools, ~~also the following instructions should be followed~~ in the case of General vacancies ~~of the classes which are~~ open to candidates of all communities, trained men will have preference over untrained men irrespective of community.

15.

In Special vacancies ~~of the classes which are~~ open only to members of backward communities, as among the candidates of such communities, trained men will have preference over those who are untrained: but a Brahmin candidate should

the Mysore University or any other recognised University subject to the condition that this higher start does not mean supersession of their seniors in service.

For Class II :- Those who have passed the Intermediate examination of the Mysore or any other recognised University or those who have passed the I year B. A. certificate examination of the Mysore University under the old rules.

For Class III—A ~~pass in the completed~~ S.S.L. C~~ertificate~~ examination

2093-172—E, A, G, 14-21-7, dated 26th November 1927.

NOTE (i) Those who have passed the Entrance Examination of the Mysore University shall be treated as on the same footing as those ~~holding a complete~~ who have passed the S.S.L. C~~ertificate~~ Examination under the old rules.

~~Class III~~ Note (ii). Discretion is given to all Unit Officers to confirm the existing officials (of all communities) who, having passed the Lower Secondary Examination or studied in the Vth form of a recognised High School were recruited under the order of 28th November 1921 and are holding appointments on a pay of Rs. 25/- if the vacancies in which they are acting could be permanently filled up. Such of the acting officials of the class in question as cannot be so confirmed may be treated as exempted from passing the S. S. L. C. Examination for purposes of being appointed to posts on a pay of Rs. 25/- per mensem.

No. 9008-9157/C. R. B. 34-28-1 dated 1st June 1929.

2093-172—E. A. G. 14-21-7, dated 28th November 1921.

For Class IV—A pass in the Lower Secondary Examination or a Certificate of having studied in the V Form of a recognised Kannada or English High School.

Note 1. — Kannada Lower Secondary Examination may be taken as adequate qualification for purposes of ~~appointment~~ appointment in class IV, unless a knowledge of English is essential for the particular posts to be filled up in which case preference may be shown to candidates who have passed the English Lower Secondary or Middle School Examination or ~~read up to~~ studied in the V Form of ~~High School~~ a recognised High School

(6) The Chamarajendra Sanskrit College.

NOTE. ~~1~~ In "General" vacancies of teachers in Primary Schools ~~which are~~ open to candidates of all communities, trained men will have preference over untrained men irrespective of community.

In "Special" vacancies of teachers in Primary Schools ~~which are~~ open only to members of backward communities, as among the candidates of such communities trained men will have preference over those who are untrained; but a Brahmin candidate should not be appointed in such special vacancies in preference to a Non-Brahmin candidate on the ground that the former is trained and the latter is not.

Note 2. In selecting private candidates for admission to the Normal Schools as Stipendiary students, preference should be given to students belonging to Backward Communities.

QUALIFICATIONS FOR TYPISTS AND STENOTYPISTS ARE AS FOLLOWS

(1) *For Typists.*—S.S.L.C. and Type-writing (Senior) or other equivalent Examination.

(2) *For Steno-Typists.*—(a) on a pay below Rs. 50, S.S.L.C. Typewriting (Senior), Shorthand (Junior) or other equivalent Examination. (b) On a pay of Rs. 50 and above S.S.L.C., Typewriting (Senior), Shorthand (Senior) or other equivalent Examination.

The examinations of the following bodies are considered as equivalent to the corresponding ones of the Mysore Government Technical Examinations:—

No. G. 879-938—G. M. 15-23-2, dated 10th July 1924 and No. G. M. 15-23-5, dated 3rd October 1922.

SHORTHAND.

Mysore Junior Examination, equivalent to Madras Elementary.

Mysore Junior Examination, equivalent to Junior Examination of London Chamber of Commerce.

Mysore Junior Examination, equivalent to Intermediate Examination of National Union of Teachers.

Mysore Senior Examination, equivalent to Madras Intermediate.

Mysore Senior Examination, equivalent to Senior Examination of London Chamber of Commerce.

Mysore Senior Examination equivalent to Advanced Grade of National Union of Teachers.

Smaller type inner margin

TYPE-WRITING.

Mysore Senior (30 words speed) equivalent to Madras Intermediate Grade,

Mysore Senior (30 words speed) equivalent to London Chamber of Commerce Senior Examination,

Mysore Senior (30 words speed) equivalent to National Union of Teachers Advanced Grade.

Smaller type inner margin

6. In addition to the general qualifications mentioned above, candidates for appointments may be required to pass such departmental tests as may be prescribed by Government from time to time, ~~either before or after appointment~~.

G. O. No. 3264-3463 C. R. B. 10-28-1, dated 2nd October 1928.

~~In cases of recruitment to appointments for which a pass in the Departmental examinations has been prescribed,~~ such candidates possessing the general educational qualifications prescribed for the appointment may be entertained on probation, subject to their being confirmed in their posts on passing the prescribed departmental test or tests within a period of two years.

7. The maximum age for entry into service will be 28 years in the case of candidates of backward communities.

SECTION III.

METHOD OF APPOINTMENT.

E. A. 2093-172 E. A. G.—14-21-7, dated 28th November 1921.

8. (*a*) All vacancies occurring in class ~~II~~ IV shall be filled up by direct recruitment.

E. 3020-60—C. R. B. 7-25-3, dated 10th December 1925

In the case of progressive appointments falling within this class, the officials on lower pay may be promoted seriatim and the vacancy caused by the promotion of the official on the lowest pay in the class may be filled up by direct recruitment.

(*b*) Out of every three vacancies occurring in each of the other classes, the first two shall be filled up by direct recruitment and the third by promotion of qualified candidates from class ~~1, 2~~ III or II respectively.

E. A. 2093-172—E. A. G. 14-21-7, dated 28th November 1921.

(*c*) Posts on progressive salaries will be treated as falling in the class in which the pay granted to the candidate on appointment falls. Ordinarily, direct recruitment will be only to the posts on the lowest pay in each class. When vacancies occur in posts on higher pay, the officials on lower pay in the same class may be promoted seriatim and the vacancy caused by the promotion of the official on the lowest pay in that class may be filled up by direct recruitment. Candidates who possess qualifications which entitle them to appointments in higher class and are willing to accept the appointment in a lower class may, with the sanction of Government be appointed on pay higher than the minimum of such lower class.

the above rule :—

67-126—C. R. 5-26-3, dated 8th July 1927.

(b) ~~(a)~~ In Departments where 50 per cent of the appointments are already held by members of backward communities, two out of every three vacancies shall be termed "Special Vacancies" and will be open to candidates of Backward Communities, possessing the required qualifications, while the third vacancy which will be termed "General" will be available to the best qualified candidate, irrespective of the community to which he may belong.

5771-830—C R. B. 5-26-1, dated 10th June 1927.

(a) ~~(b)~~ In departments where the proportion of appointments held by members of backward communities is less than 50 per cent, three out of four vacancies shall be regarded as "Special" and the fourth as "General," the former being open to members of backward communities and the latter thrown open for direct recruitment of the best candidate available, irrespective of the community to which he may belong.

(c) In ascertaining whether a particular vacancy is to be filled up by promotion of men in lower ranks or by direct recruitment and whether in the latter case which of the vacancies should be treated as "General" or "Special," all vacancies exceeding three months in duration shall be taken into account in the order of occurrence, the 1st, 2nd and 3rd, or the first and second only, as the case may be, being treated as "Special," out of the vacancies open to direct recruitment only.

G. O. No. 465-664/ C. R. B. 4-28-1, Dated, 16th July 1928.

(d) The classification into General and Special vacancies should be made separately for (1) permanent appointments and (2) temporary appointments likely to last for more than three months, without reference to the grade or division to which the vacancies belong. It is important, however, that vacancies, both permanent and temporary, should be registered strictly in the order of their occurrence, ~~xxx~~ so that their classification into general and special may be uniform, automatic and capable of ready verification.

G. O. No. 2494/2693/ C. R. B. 4-28-2, dated 5th September 1928.

Vacancies which are temporary at first but are likely to become permanent later, should be treated as permanent vacancies and classed as such.

G. O. No. 3039-3188/ C. R. B. 4-28-3, dated 25th September 1928.

(e) Vacancies should be registered in the Unit Office in respect of vacancies in that office in the order of their occurrence and in respect of those in the offices subordinate to the Unit Officer, in the order of receipt of the report of vacancies.

(f) All officers entrusted with powers of appointment subordinate to the Unit Officer should report vacancies occurring in the office or offices under their control immediately on their occurrence to the Unit Officers concerned, so as to enable the same being registered and classified in accordance with the Government Order dated 16th July 1928, ~~read above~~ referred to in (d)

10. (a) The unit for the purpose of calculating vacancies and determining the method of disposal of them will be the District in the case of the Departments under the control of Deputy Commissioners, the Division in the case of the Judicial Department and the entire Department in other cases, unless when specifically indicated otherwise. Care should, however be taken by Heads of Departments and Deputy Commissioners to ensure by means of transfers, where necessary, that no office is manned entirely or mainly by members of any one community.

5771-830—C. R. B. 5-26-1, dated 10th June 1927.

362—C. R. B., dated 9th October 1927.

A transfer from an appointment in one Department to that in another is regarded as direct recruitment to the new appointment except when both the appointments are under the control of the same officer.

8138-97—G.M. 1458-22-1, dated 10th May 1923.

10th June 1927.
262—C. R. B., dated 9th October 1927

(*a*) *Public Works Department.*—The entire establishment under the Chief Engineer will be a unit for the Public Works Department.

(1) The Krishnarajasagara Works will be treated as a separate unit under the Chief Engineer, Krishnarajasagara Works.

(2) The establishment under the Superintending Engineers of Shimoga and Mysore Circles will be two separate units for their respective circles in regard to appointments made by them.

(*b*) *Education Department.*—The Deputy Directors will be unit officers for their respective Divisions :—

(1) The District Educational Officers will be unit officers for the districts in their charge restricted to their patronage.

(2) The Director will be the unit officer for the establishment of the Education Department as regards recruitment under his orders.

91-300 C.R.B. —1-27-1, dated 23rd July 1927.

(*c*) *General.*—The following will be Unit Officers—

All Heads of Departments, except Palace and Military.

All Deputy Commissioners of Districts.

Municipalities :—Each Municipality is a unit.

All District Boards.

No. 291-300—C.R.B. 1-27-1, dated 23rd July 1927.

(*d*) The several branches of the Railway Department, *viz.*, Agency and ~~Sects.~~ Secretariat, Traffic, Loco, Engineering and Stores will be treated as forming four separate units.

G. O. No. 1039-1338/C. R. B. 5-28-1, dated, 31st July 1928.

(*e*) The two City Municipalites of Bangalore and Mysore and all Municipalities for which non-official gentlemen are Presidents will be regarded as independent Units. All other Municipalites will be regarded as included in the Units of the respective Deputy Commissioners of Districts who, as Unit Officers for the District, will be responsible for the correct classification of all the vacancies occurring in the ~~xxxx~~ Municipalities of the District, to scrutinise the "A" and "B" statements in respect of the same and to furnish the prescribed returns and reports to the Central Recruitment Board.

12. The Deputy Commissioner or other officer controlling any establishment regarded as a unit for the purpose of these rules will obtain the necessary particulars regarding vacancies in the several subordinate offices under his control, maintain a register in the prescribed form (Appendix V.) and determine the vacancies to be thrown open to recruitment on general considerations or otherwise. He will also be responsible for sending to the Central Recruitment Board the "A" and "B" Statements relating to the vacancies that occur in all the offices under his control. This should not, however, be construed as affecting in any way the powers of appointment vested in subordinate officers, who will continue to exercise them subject to the requirements of the rules in force.

13. All officers empowered to make appointments and subordinate to the Unit Officers should also maintain a Register in the form given in Appendix V of vacancies of appointments within their powers of patronage.

No. 6169-6268/C. R. B. 22-28-1, dated 30th January 1929.

Vacancies Register and Return of Appointments Rules.

Note. 1. Three separate registers should be maintained by Deputy Commissioners for the purpose of registering vacancies arising in (1) the establishments of the Revenue, Judicial, Excise, Income tax and Registration Departments of the District including the establishments of the Taluk and Sub-Division Offices, (2) in the Municipalities included in the Unit of the Deputy Commissioner and (3) in the Police Establishment of Daffedars and Sergeants. The maintenance of three separate registers will, it is hoped, facilitate the ~~xxxxxxfixxx~~ classification of vacancies and their disposal according to the standing orders applicable to each ~~xxxx~~ case.

5

No. 6396-6456/C. R. B. 28--5 dated, 17th February 1929.

Note 2:- Separate registers should also be maintained for purposes of classifying the vacancies of appointments in the Ministerial and Executive services for purposes of recruitment.

SECTION IV.

Procedure for Disposal of Vacancies.

G. 9155-394—G. M. 137-23-1 dated 5th December 1923

14. (i) All vacancies (General and Special) exceeding three months in duration which are proposed to be filled up after or without advertisement, on general consideration or otherwise will be reported to the Central Recruitment Board in the prescribed form "A" (Appendix I) by the Deputy Commissioner or other officer controlling any establishment regarded as a unit for the purpose of these rules.

~~14. (i) (a).~~ This however does not prevent the appointing officer from filling up privilege leave vacancies and other vacancies of not more than three months' duration.

No. 7037-7436/C. R. B. 25-28-1, dated 15th March 1929.

Note.—In case of vacancies of less than 6 months' duration, whenever a sufficient number of qualified candidates is readily available, appointments may be made without advertising the vacancies in the Gazette according to the method of disposal prescribed in rule (9) of section III. This discretion of filling up vacancies without advertisement should however be sparingly used.

3164-214— dated 10th December 1926.

Vacancies ... also be no... concerned ... period or ... able time ... cations. ... may also be notified on the Notice ... offices concerned as a means of ensuring greater ... publicity.

(ii) All vacancies to be filled up after advertisement will be notified by the Central Recruitment Board in the official Gazette and applications (in duplicate) will be invited from all candidates seeking employment within a specified time, which will not be generally less than fifteen days from the date of the publication of the vacancy in the Gazette.

(iii) The Secretary to the Central Recruitment Board will receive all such applications and forward one copy to the appointing officer, retaining the duplicate in his office.

No. 476-526 C. R. B. 3-27-1, dated 6th August 1927.

(iv) The appointing officer will select and appoint to the vacancy the best available candidate from among those whose applications are forwarded to him by the Central Recruitment Board, in accordance with the principles enunciated in Government Order No. 5771-830--CRB. 5-26-1 dated 10th June 1927 and other instructions issued from time to time in the matter of recruitment to the public service.

(v) All advertised vacancies are expected to be filled up promptly and the statement of appointment made furnished to the Secretary, Central Recruitment Board, within a fortnight from the date on which the applications for the vacancies are received from the Board and in no case should the delay in furnishing the statement exceed one month.

G. O. No. 1411-12/ C. R. B. 6-28-1, dated 7th August 1928.

15. The following instructions should be followed with regard to appointments in the tutorial staff of the University :--

(1) In the case of all tutorial appointments, the main consideration will be the efficiency of teaching in the University, and this must be regarded as paramount. But the University should keep in view the desirability and importance of securing adequate representation of members of Backward Communities on its tutorial staff, as far as may be, with due regard to efficiency.

(2) All vacancies of and above the grade of an Assistant Professor will, as heretofore, be advertised by the University and recommendations for appointments will be sent direct to Government.

of Tutors, Demonstrators, Lecturers, Pandits, Moulvis, etc., and Pandits, Pandit Librarian, Proof Readers and Copyists of the Oriental Library and Pandits in the Archaeological Office will be advertised through the Central Recruitment but there will be no special reservation of any vacan-

The above instructions relate only to tutorial appointments. Ministerial appointments in the University will continue to be governed by the ordinary rules of recruitment in force for the time being.

G.O.No. 7872-74/ C.R.B.6-28-4, dated 3th April 1929.

~~Note~~ (4) In making selection of candidates for vacancies in the Tutorial Staff of the University, preference should be given to persons belonging to Backward -- Communities if their qualifications are approximately equal to those of other candidates.

15. Appointments in contravention of the rules should not be made in anticipation of sanction under any circumstances and when once a vacancy is advertised, the selection should be confined to the candidates whose applications are forwarded by the Central Recruitment Board. Exemption from the operation of the rules in favour of any candidate should be asked for before the vacancy is advertised. As regards the absorption of thrown out officials, the attention of the appointing officers is invited to para 2 of the Government Order No. G. 4591-4651--G.M. 86-23-1, dated 11th September 1923, which runs as follows and sanction for their re-entertainment should be obtained before advertising the vacancy.

"Should in any particular case an appointing Officer consider it necessary in the interests of the work to show preference to a discharged official, such appointment should be made only with the previous sanction of Government obtained through the Central Recruitment Board."

E. 4560-620—C. R. B. 1-24-29, dated 31st January 1925.

16. The following instructions should be followed in the matter of showing preference to candidates of Depressed Classes in the advertised vacancies.

G.O.No. 7993-8142/ C.R.B.1-28-4, dated 22nd April 1929.

(a) ~~(ii)~~ In the case of General Vacancies open to candidates of all communities, candidates ~~belonging to Depressed Classes~~ possessing the highest qualifications should be preferred for appointment as heretofore irrespective of the communities to which they belong; and candidates of Depressed Classes possessing the minimum qualifications prescribed for the particular appointment need not be shown preference over others possessing better qualifications.

In the case of Special Vacancies open to candidates of all Backward Communities, candidates of Depressed Classes possessing the minimum qualifications prescribed, should be shown preference over candidates of all other communities though the latter may possess higher qualifications.

No. 123-373/C.R.B. 1-28-1, dated 10th July 1928.

(b) ~~(iii)~~ Officers entrusted with powers of ~~xxx xxxxxxxxx~~ appointment should see that in making selection for appointments, preference to candidates for employment belonging to the Depressed Classes is not shown to the extent of creating an undue preponderance of these classes in any office.

G.O.No.454-55/C.R.B. 1-28-3, dated 14th July 1928.

(c) Qualified Adikarnataka candidates available for employment, ~~they~~ may be appointed direct for vacancies in Adikarnataka Schools without advertising the same, intimation of the fact being sent to the Central Recruitment Board.

No.4587-8/C.R.B. 7-25-4, dated 23rd February 1926.

(d) If qualified candidates belonging to Backward Communities are available for appointment in vacancies in Urdu Girls' Schools, the appointing Officers are authorised to fill up such vacancies without advertising them in the Gazette and to submit a report to the Central Recruitment Board in the prescribed form as soon as they are made.

E. 2588-638-C. R. B. 7-25-2, dated 19th November 1925.

16. In the case of appointment by direct recruitment to posts carrying a pay exceeding Rs. 45 per mensem and requiring training, it will be open to the appointing officers to make temporary arrangements for a period not exceeding three months during which period the recruit appointed may be given the necessary training. Necessary provision for the extra cost involved should be made in the budgets of the Departments concerned.

9155-394 G.M. 137-28-1, dated 5th December 1928.

17. In the case of vacancies in respect of which the formalities regarding advertisement, etc., have to be observed, the appointing officer will be empowered to make temporary arrangements for the conduct of urgent work pending the selection of the candidate.

(e) The following instructions should be followed in the matter of ~~closing~~ appointing Candidates of Backward Communities in the special Vacancies.

Sections of these schools of the Education Department and tutorial appointments in the University in respect of which the vacancies will be readvertised at the end of the school or academic year in time so as to enable the same being filled up from the commencement of the following year. If no applicants belonging to backward communities apply in response even to the second advertisement, the circumstances should be reported to Government and their approval obtained if it is proposed to appoint a Brahmin candidate in the vacancy. No Brahmin candidate should be appointed in anticipation of Government sanction in such cases.

~~19.~~ Appointments made in contravention of rules of recruitment are liable to be vetoed by Government. Orders of Government vetoing appointments will be communicated to the officer and the Head of the Department concerned and the Comptroller for necessary action. Such orders should be given effect to immediately.

G.O.No.7395-7494/ C.R.B.26-28-1, dated 22nd March 1929.

Note(i) When no qualified candidate of a Backward Community applies for a Special Vacancy advertised for the first time according to rules, a duly qualified Non-Brahmin candidate, may, if available, be appointed, instead of re-advertising the vacancy under the rules and such appointment reported to the Central Recruitment Board as heretofore in the prescribed form of "B" Statement.

No.9158-9407/C.R.B. 35-28-1, dated 1st June 1929.

(ii) Vacancies advertised as temporary at first should be advertised as fresh vacancies if they eventually become permanent unless candidates of Backward Communities, recruited under the rules of recruitment are already appointed in such vacancies, in which case such candidates may be confirmed in the vacancies that have become permanent

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. 2385-2444/C. R. B. 11-27-1 Bangalore, Dated, the 8th February 1928.

Recruits to appointments

issues certain instructions to remove the inconvenience to work in Public Offices caused by———resigning their appointments after joining duty.

With a view to remove the inconvenience to work in public offices caused by the resignation of recruits soon after joining their appointments, Government are pleased to issue the following instructions for the guidance of officers:—

(1) Men alrady in service, temporary or permanent, should invariably submit their applications for new appointments through their official superiors, who will have the discretion to forward them or not according to the exigencies of service.

(2) Orders of appoitment should be communicated to the selected applicant, if already in service, through the Head of the office or Department in which he is employed so as to enable him to make proper arrangements for work before relieving the official to take up his new appointment.

(3) If a candidate who has applied for a number of vacancies and has taken up appointment in one, is subsequently appointed in another vacancy and proposes to join the other appointment, he should give sufficient notice to the Head of the office before leaving his post.

(4) No official who has taken up service shall be allowed to resign or leave his appointment with a view to take up another appointment, unless the officer under whom he is employed permits him to do so.

(5) Failure on the part of a recruit to comply with any of the foregoing instructions will render him liable to be declared ineligible for holding any appointment in the service of the Mysore Government.

N. MADHAVA RAO,
Chief Secretary to Government.

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Presidents of District Boards.
The Other Unit Officers.

D1139

municated to the officer and the Head of the Department concerned and the Comptroller for necessary action. Such orders should be given effect to immediately.

SECTION V.

PROCEDURE AFTER FILLING UP THE VACANCY.

20. Every appointment made in vacancies advertised should be reported forthwith by the officer making the appointment to the Secretary, Central Recruitment Board and the Head of the Department concerned in the prescribed form (Statement B—Appendix IV).

564-617—C. R B, 4-25-1, dated 12th August 1925

SECTION ~~VI.~~ V.

RETURNS RELATING TO RECRUITMENT.

~~21.~~ 22. The following returns are due to the Central Recruitment Board from the several officers and by the dates noted against them :—

Statement	Officers from whom due	Date on which due
(1) "A" statement—of all vacancies exceeding 3 months in duration which are proposed to be filled up after or without advertisement on general or special considerations. For form *Vide* Appendix I).	Officers controlling establishments regarded as Units.	As soon as vacancies occur or are filled up.
(2) "B" statement—of appointments made in vacancies. (For form *Vide* Appendix II.)	Officers making the appointments.	~~As soon as the appointments are made.~~ A fortnight from the date on which the applications are received from the Board and in case of delay in finalising the
(3) "C" statement—showing the composition of the Department or Unit (For the half years ending 30th June and 31st December). (For form *Vide* Appendix III.)	Heads of Departments or Unit Officers.	15th August and 15th February following. Statements should not be later than one month in any case
(4) "D" statement—showing all new appointments made in each Unit during a Quarter. (For form *Vide* Appendix IV.)	All Unit Officers	Close of the month following the quarter *i.e.*, 31st October, 31st January, 30th April and 31st July.

~~21.~~ (*a*) With a view to correctly gauge the progress made in increasing the percentage of Backward Communities in the public service, two sets of percentages one excluding appointments of teachers in the Educational institutions for Muslims and the other including the same should be furnished in all statements relating to the Central Recruitment Board.

SECTION ~~VII.~~ VI

EXEMPTIONS FROM ~~PASSING DEPARTMENTAL~~ the operation of the Rules of Recruitment.

~~22.~~ 23. Appointments in contravention of the rules should not be made in anticipation of sanction under any circumstances and when once a vacancy is advertised, the selection should be confined to the candidates whose applications are forwarded by the Central Recruitment Board. Exemption from the operation of the rules in favour of any candidate should be asked for before the vacancy is advertised. As regards the absorption of thrown out officials, the attention of the appointing officers is invited to para 2 of the Government Order No. G. 4591-4651-G.M. 86-23-1, dated 11th September 1923, which runs as follows and sanction for their re-entertainment should be obtained before advertising the vacancy.

E. 4560-620—C. R. B. 1-24-29, dated 31st January 1925.

"Should in any particular case an appointing Officer consider it necessary in the interests of the work to show preference to a discharged official, such appointment should be made only with the previous sanction of Government obtained through the Central Recruitment

exemption will count against general or special vacancies, according as the person appointed belongs to the Brahmin or any other community.

24 ~~21~~. With a view to ensure uniformity of practice in the matter of appointing candidates who are exempted from the operation of the rules of recruitment, the following instructions are issued for the guidance of all officers concerned:-

M 6805-6904
CRB 17-28-2
dated 7th March 1929.

(1) Appointments of ~~exempted~~ private candidates under special exemption made subsequent to Government Order No.5771-830/C.R.B.5-26-1 dated 10th June 1927 should be counted against general or special vacancies in a unit according as the candidates concerned belong to the Brahmin or Non-Brahmin communities respectively.

(2) The vacancies in which permanent officials thrown out of employment as a result of retrenchments of establishments are absorbed, should be treated as not having occurred at all for purposes of classification of vacancies into general and special or for being filled up by direct recruitment or promotion under the rules of recruitment.

No.2729-2928/C.R.B. 25. 10-28-1, dated 11th September 1928.

Recommendations ~~xxx~~ to Government relating to proposals or suggestions in respect of matters involving departure from the rules of the Central Recruitment Board ~~xxix~~ or exemption therefrom should be made only ~~xxxxxxx~~ by the Head of the Department concerned or a Unit Officer not below the grade of ~~x~~ Deputy Commissioners of Districts.

Sel. Appt. Section

EXEMPTIONS FROM PASSING DEPARTMENTAL EXAMINATIONS.

1053-112 G. M. 11-23-1, dated 12th July 1923, G. 4316-75—G.M. 11-23-2, dated 6th September 1923 and G. 11874-933—G. M. 11-23-4, 20th February 1924.

26 ~~22~~. Recommendations for exemption from passing the Departmental examinations in respect of specific appointments may be made to Government through the Central Recruitment Board in the case of officials of long standing who have acquired by wide experience a thorough knowledge of Codes and rules pertaining to the Department in which they serve and who are unable on account of age or other sufficient cause to pass the Departmental tests prescribed for promotion to higher posts, provided they have put in not less than 15 years' service and are not less than 45 years of age. The exemption should be only in respect of specific appointments and no general exemption from passing Departmental examinations will be granted to any official.

E. 6131-90—C. R. B. dated 6th April 1925

27 ~~23~~. Such recommendations for exemption should be submitted in the first instance to the Head of the Department concerned, who will submit the same for the orders of Government through the Central Recruitment Board with his opinion.

11

E. 6131-90—C. R. B. dated 6th April 1925

23. Such recommendations for exemption should be submitted in the first instance to the Head of the Department concerned, who will submit the same for the orders of Government through the Central Recruitment Board with his opinion.

No. 2729-2928/C.R.B. 10-28.1, dated 11th September 1928.

Recommendations ~~xxx~~ to Government relating to proposals or suggestions in respect of matters involving departure from the rules of the Central Recruitment Board ~~xxix~~ or exemption therefrom should be made only ~~through~~ by the Head of the Department concerned or a Unit Officer not below the grade of ~~x~~ Deputy Commissioners of Districts.

SECTION ~~VIII.~~ VII

CENTRAL RECRUITMENT BOARD. ITS CONSTITUTION, FUNCTIONS AND POWERS.

24. With a view to collect information regarding the various vacancies occurring in the several Departments and units and to ensure that the rules of recruitment are rigidly carried out, a Central Recruitment Board has been constituted, with a Member of Government as Chairman, certain Heads of Departments and ~~x~~ non-official gentlemen as members and one of the Assistant Secretaries to Government as Secretary. five

E.A. 2179-2258—E. A. 30-21-1, dated 28th November 1921.

25. The Central Recruitment Board shall have power to call for returns, statistics and other information relating to recruitment and vacancies in the several offices of the State and all Heads of Departments and officers will comply with their requisitions promptly.

26. The Chairman of the Central Recruitment Board may invite the Heads of all major Departments to the meetings of the Board when the quarterly returns are reviewed, so that those officers and the members of the Board may have a common discussion of the progress of recruitment work during the quarter, the results achieved, the difficulties experienced and the modifications if any, in rules, procedure and instructions necessary to secure better results.

No. G. 1277-87 —G.M. 97-22-1 dated 19th January 1923.

E. 3214-17 C. R. B. 8-25-1, dated 16th Deeember 1925.

27. To advise Government in the disposal of applications for exemption from the operation of the recruitment rules and of cases of appointments made in contravention of the rules, a sub-committee will be constituted from time to time. Cases referred by Government to the Sub-committee for opinion may be disposed of by circulation or at a meeting of the sub-committee.

28. Exemptions granted by Government on their own initiative or with the advice of the sub-committee will be communicated to the Board for information.

33 ~~30~~. The Heads of Departments and Offices are requested to scrutinise during their inspection of subordinate offices whether all vacancies exceeding three months in duration are duly reported to the Central Recruitment Board and whether appointments are made according to Standing Orders. Instances where standing orders have been deliberately violated should be brought to the notice of Government.

No. E. 5463-522 C. R. B. 1-24-42, dated 3rd March 1925.

34 ~~31~~. With a view to ensure the proper observance of the rules of recruitment and to rectify any defects or irregularities that may be noticed, the Secretary to the C. R. B. may also be deputed by Government to examine the registers and returns maintained in the various offices of the State and submit notes of inspection to Government through the Head of the Department concerned.

APPENDIX I

STATEMENT "A."

(*Rule 14.*)

List of vacancies that have occurred in the offices under the control of the.....

Serial Number	Date of vacancy	Designation of the appointment fallen vacant and the name of the office in which the vacancy has occurred	Pay of the appointment	Duration of the vacancy	Whether the appointment is to be filled up by direct recruitment or by promotion	Designation and pay of any consequential appointment to be filled up by direct recruitment	Qualifications required of candidates	Whether the vacancy is to be filled up on general considerations, and if so particulars of three or two previous vacancies made available for recruitment, preferably of candidates of the backward communities, to be furnished with Serial Numbers of the vacancies advertised in the Gazette.	Whether the vacancy is to be filled up after advertisement or by selection from among candidates available for appointment; in the latter case, "B" statement to be appended	In case of advertisement, name of Officer to whom applications should be made	Latest date for submitting applications	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

N.B.—If the advertisement of the vacancy is for the second time, the serial number of the same vacancy first advertised and the date of the *Mysore Gazette* in which it was first advertised should be noted in the remarks column.

APPENDIX II.

STATEMENT "B." (*Rule 21*)

Statement showing the appointments made in the offices under the control of the.....

Name of office	Serial number of Vacancy advertised in the Mysore Gazette	Designation and pay of the appointment	Date of vacancy	Date on which the vacancy was reported to the Central Recruitment Board	Whether the vacancy is filled up on general considerations, and if so particulars of the three previous vacancies made available for recruitment, preferably of candidates of backward communities, to be furnished with Serial Numbers of the vacancies advertised in the Gazette.	Whether the vacancy is filled up without advertisement, and if so, particulars of caste, age and qualifications of the candidate selected to be furnished	Number of applications received in case of vacancies advertised		Date on which applications were received from the Office of the Central Recruitment Board	Name of candidate selected and his serial number in the list forwarded by the Office of the Central Recruitment Board	Religion and caste of the candidate	Remarks
							From Brahmins	From Backward communities				
1	2	3	4	5	6	7	8	9	10	11	12	13

N.B.—(1) Separate B Statements should be furnished for each of the vacancies and not one consolidated statement for several vacancies.

(2) The "B" Statement should be furnished in all cases, including those in which the candidates have been appointed to vacancies without advertisement.

(3) The number and date of communication submitting a copy of the "B" statement to the Head of the Department concerned should be quoted in the remarks column of the copy sent to the Secretary, Central Recruitment Board.

(4) In cases in which a less qualified but otherwise eligible candidate is selected for appointment, the special reason guiding the selection made should be explained in the remarks column.

(5) Delay, if any exceeding 15 days in furnishing the statement to the Central Recruitment Board should be invariably explained and in no case should the delay exceed one month.

STATEMENT "C." (*Rule 21.*)

STATEMENT OF THE COMPOSITION OF THE DEPARTMENT / UNIT OF.....

FOR THE HALF-YEAR ENDING JUNE AND DECEMBER.

1. Total strength of the superior ministerial establishment of the department.
2. Total strength of the executive establishment working in the department.

Name of community	Number of officials in the Department or Unit		Percentage to total strength		Explanatory remarks, if any
	During the current half year	During the previous half-year	During the current half-year	During the previous half-year	
1. COMPOSITION OF MINISTERIAL ESTABLISHMENT.					
1. Brahmins ...					
2. Bedars ...					
3. Gollars ...					
4. Kshatriyas ...					
5. Kurubas ...					
6. Lingayets ...					
7. Mudaliars ...					
8. Naidus ...					
9. Vaisyas ...					
10. Telugu-Banajigas ...					
11. Vokkaligas ...					
12. Other caste Hindus ...					
13. Jains ...					
14. Muhammadans ...					
15. Christians ...					
16. Other communities (Parsis, Jews and Buddhists, etc.)					
17. Adikarnatakas or Adidravidas and other depressed classes.					
18. Anglo-Indians and Europeans.					
2. COMPOSITION OF EXECUTIVE ESTABLISHMENT.					
1. Brahmins ...					
2. Bedars ...					
3. Gollars ...					
4. Kshatriyas ...					
5. Kurubas ...					
6. Lingayets ...					
7. Mudaliars ...					
8. Naidus ...					
9. Vaisyas ...					
10. Banajigas ...					
11. Vokkaligas ...					
12. Other caste Hindus ...					
13. Jains ...					
14. Muhammadans ...					
15. Christians ...					
16. Other communities (Parsis, Jews and Buddhists, etc.)					
17. Adikarnatakas or Adidravidas and other depressed classes.					
18. Anglo-Indians and Europeans.					

Note 1. This return will be sent to the Secretary, Central Recruitment Board, by each *Head of the Department* in respect of the ministerial establishment of his department and the executive establishment working in the department.

2. The return is due in the office of the Central Recruitment Board on the 15th August and 15th February each year.

3. In the remarks column, brief explanation should be given for any large variations in the relative strength of Brahmins and that of members of backward communities as compared with the previous half-year.

4. In the "C." Statements relating to the Educational Department the number of teachers in Educational Institutions for muslims should be separately shown and two sets of percentages should be furnished one excluding the appointments in muslim institutions (schools) and the other including the same.

5. Two "C" statements should be prepared and furnishd to the Central Recruitment Board- one with reference to the men having a permanent lien upon the appointments and the other with reference to men actually holding the posts at the close of the half year to which the statemnt relates-.

APPENDIX IV.

STATEMENT "D."

(*Rule 21.*)

Statement of appointments made in ....for the quarter ending.....192

Designation and pay of the appointments that fell vacant during the quarter	Name of the officials who last held the appointments	Caste of the officials	Whether each vacancy was filled up by promotion or by direct recruitment	If filled up by promotion whether 2 vacancies in the same grade had been filled up by direct recruitment and when? What were the places thrown open for direct recruitment and notified when? If the place was directly recruited, give details of notification	If filled up by direct recruitment, whether the vacancy was advertised in the Gazette, and if so in what issue and what was its serial No.	Whether the appointment has been reported to the Secretary, Central Recruitment Board, and if so, when?	Expjanatory Remarks indicating the reasons for delay in advertising the vacancy etc.
1	2	3	4	5	6	7	8

APPENDIX V. (Rules 12 and 13.)

No. 6069-6168—C. R. B. 21-28-1, DATED 30TH JANUARY 1929.

REGISTER OF VACANCIES IN THE.....DURING THE OFFICIAL YEAR.....

1. Serial Number. (The series will begin with the official year.)
2. Date of Vacancy.
3. Date of receipt of report of vacancy in the Unit Office.
4. Designation of the appointment fallen vacant and pay.
5. Duration of the vacancy.
6. Whether the appointment is to be filled up by promotion or by direct recruitment. In the latter case, particulars of two previous vacancies made available for direct recruitment in the same class, during the year.
7. Designation and pay of the consequential appointment thrown open for direct recruitment.
8. Whether the vacancy is one to be filled up on general or special considerations. In the former case, particulars of 2 or 3 previous vacancies made available during the year for direct recruitment with reference to serial number in the Gazette.
9. Date of forwarding the "A" statement to the Central Recruitment Board.
10. Serial number of the vacancy advertised in the Gazette.
11. Date of receipt of applications from Central Recruitment Board.
12. Number of applications received from Brahmins and from non-Brahmins.
13. Name of the candidate appointed and Gazette ~~and Gazette~~ application
14. Date on which "B' statement was sent to the Central Recruitment Board.
15. Whether any objection was taken or enquiry made by the Central Recruitment Board Office in respect of appointment made in the vacancy. (Number and date of communication from the Central Recruitment Board to be noted.)
16. Remarks.
17. Serial number of the vacancy if readvertised.

15

SUBJECT.....

Diary No. of letter replied to.....6.216.....

General and Revenue Secretariat

( )

the *192*

Date of issue.....26 Aug 29.....

Signed by.....Mr Dass.....

List of enclosures.....Do/Nil 29.....

Copied by.....

Examined by.....

Section C.R.B.

File No.

Serial No.

No. C086 CRB

To

The Supdt Govt Ptg

Police

Sir.

With reference to your letter no 8511 dated 10/12 August 1929. I am directed to state that 1500 copies of the manual will have to be printed and supplied to this office for being distributed to the several officers in the State

I have etc

dcg 27/8/29

Secy to Govt

Hmd 25/8/29

Ptn 25/8/29 over

I am to request that the proof ~~copy~~ may be sent ~~early~~ as soon as it is ready. for revision

Hmd 24/8

23.8.29

C.R.B file
9-28-1 ~~Secy~~ put up work
Approved note put up subd
30 copies to H.H.
~~Sd~~ 23/12/29

Preface

The accompanying manual ~~of recruitment rules~~ summarising the Government orders and rules on the subject of recruitment to the Public Service as revised ~~in the light of G.O.s rules issued up~~ up to 1st November 1929 ~~and~~ issued for the guidance of all appointing officers

By order

sd 25/12/29 Chief Secretary to Govt.

Pres

Press copy. 1500 copies may be printed @ 200 ~~copies~~
Sent to the Central Book depot with sale price marked and the bill submitted to this office at an early date.

By order

21/11/29 Sd. D. C. Subbarayappa
Secy, C.R.B

Manual of ~~rules relating to~~ Recruitment ~~to the subordinate ranks of the Public Service in Mysore.~~ (Rules.)

SECTION I.

INTRODUCTORY.

1. These rules are applicable to ministerial and executive appointments in the superior service.

2. The term "Backward Communities" as used in these rules includes all communities other than Brahmins.

(2) ~~(a)~~ The appointment of a person who is not a Mysorean by birth or domicile will be permitted only under exceptional circumstances and will require the previous sanction of Government in each case.

APPOINTMENTS EXEMPTED FROM THE OPERATION OF RECRUITMENT RULES.

3. (*a*) All appointments in the Railway Department except those of clerks and typists are excluded from the operation of the recruitment rules. R. S. 1712, dated 6th March 1925.

(*b*) Appointments in the Electrical Department such as Laboratory Assistant, Laboratory Probationers, Operators, Assistant Operators, Metre Inspectors and Lamp and Line Inspectors are excluded from the strict operation of the rules of recruitment, preference being however shown to candidates of the backward communities with equal qualifications, until 50 per cent is reached in each class or grade, provided candidates of such communities are forthcoming. No. E. D. S. 1761-1809, dated 16th November 1925.

(*c*) Seventy-five per cent of the vacancies in the grade of Amins of the Judicial Department shall be filled up by promotion and 25 per cent by direct recruitment. G.O.No. P. 5666-7 Ch. 73-23-6 dated 5th May 1926.

SECTION II.

CLASSIFICATION OF APPOINTMENTS.

4. All appointments are divided into four classes as below :— G. O. No. 3567-3652, C. R. B. 12-28-1, dated 10th October 1928.

I. Appointments carrying a pay of Rs. 50 and above.
II. Appointments on a pay of Rs. 40 and above but less than Rs. 50.
III. Appointments on a pay of Rs. 25 and above but less than Rs. 40.
IV. Appointments on a pay less than Rs. 25.

GENERAL EDUCATIONAL QUALIFICATIONS.

5. The minimum educational qualifications required for the several classes of appointments are as follows :—

For Class I.—A Degree of the Mysore University or of any other recognised University. 2093-172-E. A. G. 14-21-7, dated 28th November 1921.

NOTE 1.—The B. A. Degree examination of the National University of Madras is not recognised for purposes of recruitment to the public service in Mysore. Letter No. 4050—C.R.B., dated 21st June 1928.

NOTE 2.—In the selection of candidates for the appointments of teachers in High Schools in the case of general vacancies open to candidates of all communities, trained men will have preference over untrained men irrespective of community. In special vacancies open only to members of backward communities, as among the candidates of such communities, trained men will have preference over those who are untrained; but a Brahmin candidate should not be appointed in such special vacancies in preference to a Non-Brahmin candidate on the ground that the former is trained and the latter is not. G. O. No. 9411—C.R.B. 36-28-1, dated 4th June 1929.

NOTE 3.—The Registrar of Co-operative Societies is empowered to start IInd Grade Inspectors of his Department on a pay of Rs. 50 per mensem in the grade of Rs. 40-5-75 provided they are graduates of the Mysore University or any other recognised University subject to the condition that this higher start does not mean supersession of their seniors in service. G. O. No. D. 13072-4—C. S. 141-28, dated 10th June 1929.

(d) ~~(c)~~ Appointments of a purely technical nature in the Govt Press such as Compositors, Proof Readers, Proof Examiners, Foremen and Assistant Foremen ~~to which are purely of technical nature~~ Character are excluded from the operation of the rules of recruitment, ~~preference being~~ Mineral shown to candidates of Backward Communities for ~~in~~ filling up such Vacancies.

1717-18 CRB 9-29-1 dated 24th September 1929.

~~(e)~~ But The appointments made should be reported for the information of the Central Recruitment Board.

~~(e) What about serving Backward Open Areas?~~

* Vacancies available for direct recruitment are classified into "Special" or ~~Special~~ "General" according as they are open to members of backward communities only or to the best candidates available irrespective of communities.

Note 10.

(a) The minimum educational qualification for appointment as Daffedars and Sergeants in the Police Department is a pass in the S.S.L.C Examination. ~~At least 75% of the men~~ In giving effect to this rule, the S. P. of Police should see that at least 75% of the men are recruited from the non-Brahmin classes.

No. 3809-11 Pol. 194-27-3 dated 21/28 Jany 1929

(b) The minimum educational qualification for appointment as clerks ~~in the Rail~~ on Rs 20/- per mensem in the Railway Audit Office is a pass in the S.S.L.C Examination.

No. JE 5517-76 G.T. 229-25-2 dated 26th March 1926.

For Class II.—~~Those who have~~ passed the Intermediate Examination of the Mysore or any other recognised University or ~~those who have passed~~ the ~~I year~~ First year B.A. certificate examination of the Mysore University under the old rules.

For Class III.—A pass in the S.S.L.C. Examination.

NOTE ~~(i).~~—Those who have passed the Entrance Examination of the Mysore University under the old rules, shall be treated as on the same footing as those who have passed the S.S.L.C. Examination.

NOTE ~~(ii).~~—Discretion is given to all Unit Officers to confirm the existing officials (of all communities) who, having passed the Lower Secondary Examination or studied in the Vth form of a recognised High School were recruited under the order of 28 November 1921 and are holding appointments on a pay of Rs. 25 if the vacancies in which they are acting could be permanently filled up. Such of the acting officials of the class in question as cannot be so confirmed may be treated as exempted from passing the S.S.L.C. Examination for purposes of being appointed to posts on a pay of Rs. 25 per mensem.

For Class IV.—A pass in the Lower Secondary Examination or a Certificate of having studied in the V Form of a recognised Kannada or English High School.

NOTE 1.—Kannada Lower Secondary Examination may be taken as adequate qualification for purposes of appointment in class IV, unless a knowledge of English is essential for the particular posts to be filled up in which case preference may be shown to candidates who have passed the English Lower Secondary or Middle School Examination or studied in the V Form of a recognised High School.

NOTE 2.—In very exceptional cases, candidates who have not passed the Lower Secondary Examination may also be permitted by the Board to be appointed to this Class.

NOTE 3.—The minimum qualification for the post of teachers in Middle Schools including Incomplete Middle Schools and of clerical appointments in the following educational institutions and offices shall be a pass in the S.S.L.C. Examination of Mysore or a pass in the ~~H. S.~~ Examination as an alternative:—

(1) Office of the Director of Public Instruction in Mysore.
(2) Offices of the Deputy Directors of Public Instruction, Mysore and Shimoga.
(3) ~~The~~ Central Book Depot, Bangalore.
(4) Training College, Mysore.
(5) ~~The~~ Boys' and Girls' High Schools.
(6) ~~The~~ Chamarajendra Sanskrit College.

NOTE 4.—In "General" vacancies of teachers in Primary Schools open to candidates of all communities, trained men will have preference over untrained men irrespective of community.

In "Special" vacancies of teachers in Primary Schools open only to members of backward communities, as among the candidates of such communities, trained men will have preference over those who have untrained; but a Brahmin candidate should not be appointed in such special vacancies in preference to a Non-Brahmin candidate on the ground that the former is trained and the latter is not.

NOTE 5.—In selecting private candidates for admission to the Normal Schools as Stipendiary students, preference should be given to students belonging to Backward Communities.

TYPISTS AND STENO-TYPISTS.

The following are the qualifications prescribed for the posts of Typists and Steno-Typists:—

(1) *For Typists.*—S.S.L.C. and Type-writing (Senior) or other equivalent examination.

(2) *For Steno-Typists.*—(a) On a pay below Rs. 50 S.S.L.C., Type-writing (Senior), Shorthand (Junior) or other equivalent examination. (b) On a pay of Rs. 50 and above S.S.L.C., Typewriting (Senior), Shorthand (Senior) or other equivalent examination.

The examination of the following bodies are considered as equivalent to the corresponding ones of the Mysore Government Technical Examinations:—

2093-172 E. A. G. 14-21-7, dated 28th November 1927.

No. 9008-9157 C.R.B. 34-28-1, dated 1st June 1929.

2093-172 E. A. G. 14-21-7, dated 28th November 1921.

No. 637. C.R.B. 12-29-1 dated 27th July 1929.

No. A 2093-172 E.A.G. 14-21-7 dated 28th November 1921.

E. 971-1020 C. R. B. 7-25-1, dated 31st August 1925 and G.O. No. 5869-915 C.R.B. 6-23-6, dated 15th June 1927.

D. 7331-32. Edn. 690-28-1 dated 19th January 1929.

No. G. 879-938—G. M. 15-23-2, dated 10th July 1929 and No. G.M. 15-23-5, dated 3rd October 1929.

5536-15

X. (a)

6896-6895 C.R.13. 4-28-6 dated 12th February 1929.

Appointments in the Ministerial and Executive Services should be classed separately, as far as possible, for purposes of recruitment.

In case any over-aged candidates are proposed to be appointed, the provisions of Article 34, of the Mysore Service Regulations should be duly complied with.

Shorthand.—The Mysore Junior examination is equivalent to Madras Elementary, Junior examination of the London Chamber of Commerce and Intermediate Examination of the National Union of Teachers.

The Mysore Senior examination is equivalent to Madras Intermediate, Senior examination of the London Chamber of Commerce and Advanced Grade of the National Union of Teachers.

Typewriting.—The Mysore Senior (30 words speed) is equivalent to Madras Intermediate Grade, London Chamber of Commerce Senior examination and the National Union of Teachers Advanced Grade.

DEPARTMENTAL TESTS.

6. In addition to the general qualifications mentioned above, candidates for appointments may be required to pass such departmental tests as may be prescribed by Government from time to time.

In such cases candidates possessing the general educational qualifications prescribed for the appointment may be entertained on probation, subject to their being confirmed in their posts on passing the prescribed departmental test or tests within a period of two years.

G. O. No. 3264-3463-C. R. B. 10-28-1, dated 2nd October 1928.

AGE LIMIT.

7. The maximum age for entry into service will be 28 years in the case of candidates of backward communities.

SECTION III.

METHOD OF APPOINTMENT.

8. (a) All vacancies occurring in class IV shall be filled up by direct recruitment.

E. A. 2093-172 E. A. G. 14-21-7, dated 28th November 1921.

(b) In the case of progressive appointments falling within this class, the officials on lower pay may be promoted seriatim and the vacancy caused by the promotion of the official on the lowest pay in the class may be filled up by direct recruitment.

E. 3020-60—C. R. B. 7-25-3, dated 10th December 1925.

DIRECT RECRUITMENT AND PROMOTION VACANCIES.

(c) Out of every three vacancies occurring in each of the other classes, the first two shall be filled up by direct recruitment and the third by promotion of qualified candidates from class IV, III or II respectively.

(d) Posts on progressive salaries will be treated as falling in the class in which the pay granted to the candidate on appointment falls. Ordinarily, direct recruitment will be only to the posts on the lowest pay in each class. When vacancies occur in posts on higher pay, the officials on lower pay in the same class may be promoted seriatim and the vacancy caused by the promotion of the official on the lowest pay in that class may be filled up by direct recruitment. Candidates who possess qualifications which entitle them to appointments in higher class and are willing to accept the appointment in a lower class may, with the sanction of Government be appointed on pay higher than the minimum of such lower class.

E. A. 2093-172 E. A. G. 14-21-7, dated 28th November 1921.

GENERAL AND SPECIAL VACANCIES.

9. The following is the procedure to be followed in filling up vacancies available for direct recruitment only under the above rule:—

(a) In departments where the proportion of appointments held by members of backward communities is less then 50 per cent, three out of four vacancies available for direct recruitment shall be regarded as "Special" and the fourth as "General" in the order of their occurrence, the former being open to members of backward communities and the latter thrown open for direct recruitment of the best candidate available, irrespective of the community to which he may belong.

5771-830-C. R. B. 5-26-1, dated 10th June 1927.

(*b*) In Departments where 50 per cent of the appointments are already held by members of backward communities, two out of every three vacancies shall be termed "Special Vacancies" and will be open to candidates of Backward Communties possessing the required qualifications, while the third vacancy which will be termed "General" will be available to the best qualified candidate, irrespective of the community to which he may belong. G. O. No. 67-126-C. R. B. 19-26-3, dated 8th July 1927.

(*c*) In ascertaining whether a particular vacancy is to be filled up by promotion of men in lower ranks or by direct recruitment and whether in the latter case which of the vacancies should be treated as "General" or "Special," all vacancies exceeding three months in duration shall be taken into account in the order of occurrence, the 1st, 2nd and 3rd, or the first and second only, as the case may be, being treated as "Special" out of the vacancies open to direct recruitment only.

(*d*) The classification into General and Special vacancies should be made separately for (1) permanent appointments and (2) temporary appointments likely to last for three months, without reference to the grade or division to which the vacancies belong. It is important, however, that vacancies, both permanent and temporary, should be registered strictly in the order of their occurrence, so that their classification into general and special may be uniform, automatic and capable of ready verification. G. O. No. 465-664-C. R. B. 4-28-1, dated 16th July 1928.

Vacancies which are temporary at first but are likely to become permanent later, should be treated as permanent vacancies and classed as such. G. O. No. 2494-2693-C. R. B. 4-28-2, dated 5th September 1928.

REGISTRATION OF VACANCIES.

(*e*) Vacancies should be registered in the Unit Office in respect of vacancies in that office in the order of their occurrence and in respect of those in the offices subordinate to the Unit Officer, in the order of their receipt of the report of vacancies. G. O. No. 3039-3188-C. R. B. 4-28-3, dated 25th September 1928.

(*f*) All officers entrusted with powers of appointment subordinate to the Unit Officer should report vacancies occurring in the office or offices under their control immediately on their occurrence to the Unit Officers concerned, so as to enable the same being registered and classified in accordance with the Government Order dated 16th July 1928, referred to in (*d*).

UNITS FOR CALCULATING VACANCIES.

10. (*a*) The unit for the purpose of calculating vacancies and determining the method of disposal of them will be the District in the case of the Departments under the control of Deputy Commissioners, the Division in the case of the Judicial Department and the entire Department in other cases, unless when specifically indicated otherwise. Care should, however, be taken by Heads of Departments and Deputy Commissioner to ensure by means of transfers, where necessary, that no office is manned entirely or mainly by members of any one community. 5771-830-C. R. B. 5-26-1, dated 10th June 1927. 362-C. R. B., dated 9th October 1927.

A transfer from an appointment in one Department to that in another is regarded as direct recruitment to the new appointment except when both the appointments are under the control of the same officer. 8138-97-G. M. 1458-22-1, dated 10th May 1923.

(iii) Notices relating to vacancies to be filled up after advertisement should be forwarded

~~The officers are requested to forward, in future,~~ to the Secretary, Central Recruitment Board instead of direct to the Compiler, of the Mysore Gazette. ~~the notices relating to vacancies of the kind referred to above~~, In cases in which ~~the~~ Heads of Departments or Offices consider it necessary for any reason, to have the notices of such vacancies published in the Gazette otherwise than through the Central Recruitment Board, the permission of Government to adopt such a course should be previously obtained and communicated to the Compiler, for necessary action.

1719-1868 C.R.13.10-29 dated 24th September 1929

NOTE 2.—Separate registers should also be maintained for purposes of classifying the vacancies of appointments in the Ministerial and Executive services for purposes of recruitment. No. 6396-6495 W.C. R. B. 25-28-5 dated, 12th February 1929.

SECTION IV.

PROCEDURE FOR DISPOSAL OF VACANCIES.

14. (i) All vacancies (General and Special) exceeding three months in duration which are proposed to be filled up after or without advertisement, on general consideration or otherwise will be reported to the Central Recruitment Board in the prescribed form "A" (Appendix I) by the Deputy Commissioner or other officer controlling any establishment regarded as a unit for the purpose of these rules. This however does not prevent the appointing officer from filling up privilege leave vacancies and other vacancies of not more than three months' duration. G. 9155-394 G. M. 137-23-1 dated 5th December 1929 and E. 5745-203/CRB 7-25-6 dated 18th March 1926.

NOTE.—In case of vacancies of less than 6 months' duration, where over a sufficient number of qualified condidates is readily available, appointments may be made without advertising the vacancies in the Gazette according to the method of disposal prescribed in rule (9) of section III. This discretion of filling up vacancies without advertisement should however be sparingly used. 3164-21 R. B. 2226 dated 10th December 1926. No. 5771-830 CRB. 5-26-1 dated 10th June 1927.

NOTIFICATION OF VACANCIES.

(ii) All vacancies to be filled up after advertisement will be notified by the Central Recruitment Board in the official Gazette and applications (in duplicate) will be invited from all candidates seeking employment within a specified time, which will not be generally less than fifteen days from the date of the publication of the vacancy in the Gazette.

(iii) (a) Vacancies of less than six months' duration should also be notified on the Notice Boards of the offices concerned and unless the vacancy is for a short period or a substitute is urgently wanted, a reasonable time should be allowed for the receipt of applications. The vacancies advertised in the Gazette may also be notified on the Notice Boards of the offices concerned as a means of ensuring wider publicity. No. 7037-7136 C. R. B. 25-28-1, dated 15th March 1929.

(iv) The Secretary to the Central Recruitment Board will receive all such applications and forward one copy to the appointing officer, retaining the duplicate in his office. No. 476-526 C. R. B. 3-27-1, dated 6th August 1927.

APPOINTMENTS IN ADVERTISED VACANCIES.

(v) The appointing officer will select and appoint to the vacancy the best available candidate from among those whose applications are forwarded to him by the Central Recruitment Board, in accordance with the principles enunciated in Government Order No. 5771-830-CRB. 5-26-1 dated 10th June 1927 and other instructions issued from time to time in the matter of recruitment to the public service.

(vi) All advertised vacancies are expected to be filled up promptly and the statement of appointment made furnished to the Secretary, Central Recruitment Board, within a fortnight from the date on which the applications for the vacancies are received from the Board and in no case should the delay in furnishing the statement exceed one month.

15 POSTS REQUIRING TRAINING.

rone page

16 TEMPORARY ARRANGEMENTS TILL SELECTION IS MADE.

APPOINTMENTS ON THE TUTORIAL STAFF OF THE ~~MYSORE~~ UNIVERSITY.

15. The following instructions should be followed with regard to appointments in the tutorial staff of the University:— G. O. No. 1411-12-C. R. B. 6-28-1 dated 7th August 1928.

(1) In the case of all tutorial appointments, the main consideration will be the efficiency of teaching in the University, and this must be regarded as paramount. But the University should keep in view the desirability and importance of securing adequate representation of members of Backward Communities on its tutorial staff, as far as may be, with due regard to efficiency.

(2) All vacancies of and above the grade of an Assistant Professor will, as heretofore, be advertised by the University and recommendations for appointments will be sent direct to Government.

(3) Vacancies in the University in grades below that of an Assistant Professor, *viz.*, in the grades of Tutors, Demonstrators, Lecturers, Pandits, Moulvis, etc., and those of Pandits, Pandit Librarian, Proof Readers and Copyists of the Oriental Library and Pandits in the Archæological Office will be advertised through the Central Recruitment Board but there will be no special reservation of any vacancies for members of Backward Communities. All applications received by the Board will be forwarded to the University, who will make a selection in accordance with the instructions in clauses (1) and (4). After an appointment is made, with the approval of Government where necessary, the same should be communicated ~~for information~~ to the Central Recruitment Board in Form "B". No. 450-51-C. R. B. 8-29-1, dated 19th July 1929.

(4) In making selection of candidates for vacancies in the Tutorial Staff of the University, preference should be given to persons belonging to Backward Communities if their qualifications are approximately equal to those of other candidates. G. O. No. 7872-74-C. R. B. 6-28-4, dated 13th April 1929.

PREFERENCE TO CANDIDATES OF DEPRESSED CLASSES.

~~16.~~ The following instructions should be followed in the matter of showing preference to candidates of Depressed classes in ~~the~~ advertised vacancies.

(*a*) In the case of General Vacancies open to candidates of all communities, candidates possessing the highest qualifications should be preferred for appointment ~~as heretofore~~ irrespective of the communities to which they belong; and candidates of Depressed Classes possessing the minimum qualifications prescribed for the particular appointment need not be shown preference over others possessing better qualifications. G. O. No. 7993-8142 C. R. B. 1-28-4, dated 2nd April 1929.

In the case of Special Vacancies open to candidates of all Backward Communities, Candidates of Depressed Classes possessing the minimum qualifications prescribed should be shown preference over candidates of all other communities though the latter may possess higher qualifications.

(*b*) Officers entrusted with powers of appointment should see that in making selection for appointments, preference to candidates ~~for employment~~ belonging to ~~the~~ Depressed Classes is not shown to the extent of creating an undue preponderance of these classes in any office. No. 123-373-C. R. B. 1-28-1, dated 10th July 1928.

P. T. O.

5. The above instructions relate only to tutorial appointments. Ministerial appointments in the University will continue to be governed by the ordinary rules of recruitment in force for the time being.

(x) Qualified Adikarnataka candicates available for employment may be appointed direct for vacancies in Adikarnataka Schools without advertising the same, intimation of the fact being sent to the Central Recruitment Board. — G. O. No. 454-55-C. R. B. 1-28-3, dated 14th July 1928.

DISPOSAL OF SPECIAL VACANCIES.

17. The following instructions should be followed in the matter of appointing candidates of Backward communities in special vacancies.

18. In the case of appointment by direct recruitment to posts carrying a pay exceeding Rs. 45 per mensem and requiring training, it will be open to the appointing officers to make temporary arrangements for a period not exceeding three months during which period the recruit appointed may be given the necessary training. Necessary provision for the extra cost involved should be made in the budgets of the Departments concerned. — E. 2588-638—C. R. B. 7-25-2, dated 19th November 1925.

19. In the case of vacancies in respect of which the formalities regarding advertisement, etc., have to be observed, the appointing officer will be empowered to make temporary arrangements for the conduct of urgent work pending the selection of the candidate. — 9155-394 G. M. 137-23-1, dated 5th December 1923.

When a vacancy reserved for the backward communities is advertised and no eligible candidate belonging to such communities applies for it, or having applied, declines the appointment, the vacancy will not be immediately filled up, but will be advertised a second time after the lapse of three months, except in the case of tutorial appointments in the High and Middle and Incomplete middle Schools including Lower Secondary Sections of these schools of the Education Department and tutorial appointments in the University in respect of which the vacancies will be re-advertised at the end of the school or academic year in time so as to enable the same being filled up from the commencement of the following year. If no applicants belonging to backward communities apply in response even to the second advertisement, the circumstances should be reported to Government and their approval obtained if it is proposed to appoint a Brahmin candidate in the vacancy. No Brahmin candidate should be appointed in anticipation of Government sanction in such cases.

Note (i) When no qualified candidate of a Backward Community applies for a Special Vacancy advertised for the first time according to rules, a duly qualified Non-Brahmin candidate, may, if available, be appointed, instead of re-advertising the vacancy under the rules and such appointment reported to the Central Recruitment Board as heretofore in the prescribed form of "B" Statement. — G. O. No. 7395-7494-C. R. B. 26-28-1, dated 22nd March 1929.

(ii) Vacancies advertised as temporary at first should be advertised as fresh vacancies if they eventually become permanent unless candidates of Backward Communities recruited under the rules of recruitment are already appointed in such vacancies, in which case such candidates may be confirmed in the vacancies that have became permanent. — No. 9158-9407-A-C. R. B. 35-28-1, dated 1st June 1929.

(iii) If qualified candidates belonging to Backward Communities are available for appointment in vacancies in Urdu Girls Schools, the appointing Officers are authorised to fill up such vacancies without advertising them in the Gazette and to furnish a report to the Central Recruitment Board in the prescribed form as soon as they are made. — No. 4587-8-C. R. B. 7-25-4, dated 23rd February 1926.

20. With a view to remove the inconvenience to work in public offices caused by the resignation of recruits soon after joining their appointments, the following instructions are issued for the guidance of officers :—

(1) Men already in service, temporary or permanent, should invariably submit their applications for new appointments through their official superiors, who will have the discretion to forward them or not according to the exigencies of service.

(2) Orders of appointment should be communicated to the selected applicant, if already in service, though the Head of the office or Department in which he is employed so as to enable him to make proper arrangements for work before relieving the official to take up his new appointment. — G. O. No. 2385-2444 C. R. (1) 11-27-1, dated 8th February 1929.

(3) If a candidate who has applied for a number of vacancies and has taken up appointment in one is subsequently appointed in another vacancy and proposes to join the other appointment, he should give sufficient notice to the Head of the office before leaving his post.

(4) No official who has taken up service shall be allowed to resign or leave his appointment with a view to take up another appointment, unless the officer under whom he is employed permits him to do so.

(5) Failure on the part of a recruit to comply with any of the foregoing instructions will render him liable to be declared ineligible for holding any appointment in the service of ~~the Mysore~~ Government.

21. Appointments made in contravention of rules of recruitment are liable to be vetoed by Government. Orders of Government vetoing appointments will be communicated to the officer and the Head of the Department concerned ~~and~~ the Comptroller for necessary action. Such orders should be given effect to immediately.

SECTION V.

RETURNS RELATING TO RECRUITMENT.

22. The following returns are due to the Central Recruitment Board from the several officers ~~and by~~ the dates noted against them :—

Statement	Officers from whom due	Date on which due
(1) "A" statement of all vacancies exceeding 3 months in duration which are proposed to be filled up after or without advertisement on general or special considerations. For form, (*Vide* Appendix I).	Officers controlling establishments regarded as Units.	As soon as vacancies occur or are filled up.
(2) "B" statement of appointments made in vacancies. (For form *Vide* Appendix II.)	Officers making the appointments.	A fortnight from the date on which ~~the~~ applications are received from the Board and not ~~taken~~ later than one month in any case.
(3) "C" statement showing the composition of the Department or Unit (For the half years ending 30th June and 31st December). (For form *Vide* Appendix III.)	Heads of Departments or Unit Officers.	15th August and 15th February following.
(4) "D" statement—showing all new appointments made in each Unit during a Quarter. (For form *Vide* Appendix IV.)	All Unit Officers.	Close of the month following the quarter *i.e.*, 31st October, 31st January, 30th April and 31st July.

SECTION VI.

EXEMPTIONS FROM THE OPERATION OF THE RULES OF RECRUITMENT.

23. Appointments in contravention of the rules should ~~not~~ be made in anticipation of sanction under any circumstances ~~and~~ when once a vacancy is advertised, the selection should be confined to the candidates whose applications are forwarded by the Central Recruitment Board. Exemption from the operation of the rules in favour of any candidate should be asked for before the vacancy is advertised. As regards the absorption of thrown out officials, the attention of the appointing officers is invited to para 2 of the Government Order No. G. 4591-4651—G. M. 86-23-1, dated 11th September 1923, which runs as follows and sanction for their re-entertainment should be obtained before advertising the vacancy.

"Should in any particular case an appointing Officer consider it necessary in the interests of the work to show preference to a discharged official, such appointment should be made only with the previous sanction of Government obtained through the Central Recruitment Board.

E. 4560 620—C. R. (1) 1-24-29, dated 31st January 1925.

24. With a view to ensure uniformity of practice in the matter of appointing candidates who are exempted from the operation of the rules of recruitment, the following instructions are issued for the guidance of all officers concerned :—

(1) Appointments of private candidates under special exemption made subsequent to Government Order No. 5771-830—C. R. B. 5-26-1, dated 10th June 1927 should be counted against general or special vacancies in a unit according as the candidates concerned belong to the Brahmin or Non-Brahmin communities respectively. No. 6805-620-C. R. B. 17-28-2, dated 7th March 1929.

(2) The vacancies in which permanent officials thrown out of employment as a result of retrenchments of establishments are absorbed, should be treated as not having occurred at all for purposes of classification of vacancies into general and special or for being filled up by direct recruitment or promotion under the rules of recruitment.

25. Recommendations to Government relating to proposals or suggestions in respect of matters involving departure from the rules of the Central Recruitment Board or exemption therefrom should be made only by the Head of the Department concerned or a Unit Officer not below the grade of Deputy Commissioners of Districts. No. 2729-2928—C. R. B. 10-28-1, dated 11th September 1928.

EXEMPTIONS FROM PASSING DEPARTMENTAL EXAMINATIONS.

26. Recommendations for exemption from passing the Departmental examinations in respect of specific appointments may be made to Government through the Central Recruitment Board in the case of officials of long standing who have acquired by wide experience a thorough knowledge of Codes and rules pertaining to the Department in which they serve and who are unable on account of age or other sufficient cause to pass the Departmental tests prescribed for promotion to higher posts, provided they have put in not less than 15 years' service and are not less than 45 years of age. The exemption should be only in respect of specific appointments and no general exemption from passing Departmental examinations will be granted to any official. 1053-12 G. M. 11-23-1, dated 12th July 1923, G. 4316-75—G.M. 11-23-2, dated 6th September 1923 and G. 11874-933—G. M. 11.23-4, 20th February 1924.

27. Such recommendations for exemptions should be submitted in the first instance to the Head of the Department concerned, who will submit the same for the orders of Government through the Central Recruitment Board with his opinion. E. 6131-90-C. R. B. dated 6th April 1925.

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SECTION VII.

CENTRAL RECRUITMENT BOARD. ITS CONSTITUTION, FUNCTIONS AND POWERS.

28. With a view to collect information regarding the various vacancies occurring in the several Departments and units and to ensure that the rules of recruitment are rigidly carried out, a Central Recruitment Board has been constituted, with a Member of Government as Chairman, certain Heads of Departments and five non-official gentlemen as members and one of the Assistant Secretaries to Government as Secretary.

29. The Central Recruitment Board shall have power to call for returns, statistics and other information relating to recruitment and vacancies in the several offices of the State and all Heads of Departments and officers will comply with their requisition promptly. E. A. 2179-2258—E. A. 30-21-1, dated 29th November 1921.

30. The Chairman of the Central Recruitment Board may invite the Heads of all major Departments to the meetings of the Board when the quarterly returns are reviewed, so that those officers and the members of the Board may have a common discussion of the progress of recruitment work during the quarter, ~~the~~ results achieved, ~~the~~ difficulties experienced and ~~the~~ modifications if any, in rules, procedure and instructions necessary to secure better results. No. G. 1277-87 & G. M. 97-22-1 dated 19th January 1923.

31. To advise Government in the disposal of applications for exemption from the operation of the recruitment rules and of cases of appointments made in contravention of the rules, a sub-committee will be constituted from time to time. Cases referred by Government to the Sub-Committee for opinion may be disposed of by circulation or at a meeting of the sub-committee. E. 3214-17 C. R. B. 3-25-1, dated 16th December 1925.

32. Exemptions granted by Government on their own initiative or with the advice of the sub-committee will be communicated to the Board for information.

SECTION ~~VIII~~ VII

MISCELLANEOUS.

Inspection of Offices.

33. ~~The~~ Heads of Departments and Offices are requested to scrutinise during their inspection of subordinate offices whether all vacancies exceeding three months in duration are duly reported to the Central Recruitment Board and whether appointments are made according to Standing Orders. Instances where standing orders have been deliberately violated should be brought to the notice of Government. No. E. 5463-522 C. R. B. 1-24-42, dated 3rd march 1925.

34. With a view to ensure the proper observance of the rules of recruitment and to rectify any defects or irregularities that may be noticed, the Secretary to the C. R. B. may also be deputed by Government to examine the registers and returns maintained in the various offices of the State and submit notes of inspection to Government ~~through the Head of the Department concerned~~.

If the qualifications proposed are at variance with those prescribed by the C.R.B rules, reasons for deviations from the rules to be furnished.

APPENDIX I.

STATEMENT "A."

(*Rule 14.*)

List of vacancies that have occurred in the offices under the control of the.....

1	Serial number	
2	Date of vacancy	
3	Designation of the appointment fallen vacant and the name of the office in which the vacancy has occurred	
4	Pay of the appointment	
5	Duration of the vacancy	
6	Whether the appointment is to be filled up by direct recruitment or by promotion	
7	Designation and pay of any consequential appointment to be filled up by direct recruitment	
8	Qualification required of candidates	
9	Whether the vacancy is to be filled up on general considerations, and if so particulars of three or two previous vacancies made available for recruitment preferably of candidates of the backward communities, to be furnished with serial numbers of the vacancies advertised in the Gazette	
10	Whether the vacancy is to be filled up after advertisement or by selection from among candidates available for appointment; in the latter case, "B" statement to be appended	
11	Remarks	

N.B.—If the advertisement of the vacancy is for the second time, the serial number of the same vacancy first advertised and the date of the *Mysore Gazette* in which it was first advertised should be noted in the remarks column.

Qualifications required of Candidates.

Whether the Qualifications required are those prescribed by Government, and if so, the number and date of the Government Order may be quoted. If not, the reasons why additional qualifications are considered necessary may be furnished.

Remarks.

the serial numbers of three or two previous Special vacancies (together with particulars) advertised in the Gazette to be furnished.

Sel.

Revise as per recent statement.

Inv.

APPENDIX II

STATEMENT "B." (*Rule 21*)

Statement showing the appointments made in the offices under the control of the.....

Name of office	Serial number of Vacancy advertised in the Mysore Gazette	Designation and pay of the appointment	Date of vacancy	Date on which the vacancy was reported to the Central Recruitment Board	Whether the vacancy is filled up on general considerations, and if so particulars of the three or two previous vacancies made available for recruitment, preferably of candidates of backward communities, to be furnished with serial numbers of the vacancies advertised in the Gazette	Whether the vacancy is filled up without advertisement, and if so, particulars of caste, age and qualifications of the candidate selected to be furnished	Number of applications received in case of vacancies advertised		Date on which applications were received from the Office of the Central Recruitment Board	Name of candidate selected and his serial number in the list forwarded by the Office of the Central Recruitment Board	Religion and caste of the candidate	Remarks
							From Brahmins	From backward communities				
1	2	3	4	5	6	7	8	9	10	11	12	13

N.B.—(1) Separate B Statements should be furnished for each of the vacancies and not one consolidated statement for several vacancies.

(2) The "B" Statement should be furnished in all cases, including those in which the candidates have been appointed to vacancies without advertisement.

(3) The number and date of communication submitting a copy of the "B" statement to the Head of the Department concerned should be quoted in the remarks column of the copy sent to the Secretary, Central Recruitment Board.

(4) In cases in which a less qualified but otherwise eligible candidate is selected for appointment, the special reason guiding the selection made should be explained in the remarks column.

(5) Delay, if any exceeding 15 days in furnishing the statement to the Central Recruitment Board should be invariably explained and in no case should the delay exceed one month.

APPENDIX III.

STATEMENT "C".

(Rule 21).

STATEMENT OF THE COMPOSITION OF THE DEPARTMENT / UNIT OF.....

FOR THE HALF-YEAR ENDING JUNE AND DECEMBER.

1. Total strength of the superior ministerial establishment of the Department.
2. Total strength of the executive establishment working in the department.

Name of community	Number of officials in the Department or Unit		Percentage to total strength		Explanatory remarks, if any
	During the current half year	During the previous half-year	During the current half-year	During the previous half-year	
1. COMPOSITION OF MINISTERIAL ESTABLISHMENT.					
1. Brahmins					
2. Bedars					
3. Gollars					
4. Kshatriyas					
5. Kurubas					
6. Lingayets					
7. Mudaliars					
8. Naidus					
9. Vaisyas					
10. Telugu-Banajigas ...					
11. Vokkaligas					
12. Other Caste Hindus ...					
13. Jains					
14. Mohamedans					
15. Christians					
16. Other communities (Parsis Jews and Buddhists, etc.)					
17. Adikarnatakas or Adidravidas and other depressed classes.					
18. Anglo Indians and Europeans					
2. COMPOSITION OF EXECUTIVE ESTABLISHMENT.					
1. Brahmins					
2. Bedars					
3. Gollars					
4. Kshatriyas					
5. Kurubas					
6. Lingayets					
7. Mudaliars					
8. Naidus					
9. Vaisyas					
10. Banajigas					
11. Vokkaligas					
12. Other caste Hindus ...					
13. Jains					
14. Mohamedans					
15. Christians					
16. Other communities (Parsis, Jews and Buddhists, etc.)					
17. Adikarnatakas or Adidravidas and other depressed classes.					
18. Anglo-Indians and Europeans.					

NOTE.—1. This return will be sent to the Secretary, Central Recruitment Board, by each Head of the Department in respect of the ministerial establishment of his department and the executive establishment working in the department.

2. The return is due in the office of the Central Recruitment Board on the 15th August and 15th February each year.

3. In the remarks column, brief explanation should be given for any large variations in the relative strength of Brahmins and that of members of backward communities as compared with the previous half-year.

4. In the "C" Statements relating to the Educational Department the number of teachers in Educational Institutions for Muslims should be separately shown and two sets of percentages should be furnished one excluding the appointments in Muslim Institutions (schools) and the other including the same.

5. Two "C" statements should be prepared and furnished to the Central Recruitment Board—one with reference to the men having a permanent lien upon the appointments and the other with reference to men actually holding the posts at the close of the half-year to which the statement relates.

APPENDIX IV.

STATEMENT " D".

(Rule 21).

Statement of apppintments made in.....for the quarter ending.....192

Designation and pay of the appointments that fell vacant during the quarter	Name of the officials who last held the appointments	Caste of the officials	Whether each vacancy was filled up by promotion or by direct recruitment	If filled up by promotion whether 2 vacancies in the same grade had been filled up by direct recruitment and when? What were the places thrown open for direct recruitment and notified when? If the place was directly recruited, give details of notification	If filled up by direct recruitment, whether the vacancy was advertised in the Gazette, and if so in what issue and what was its serial No.	Whether the appointment has been reported to the Secretary, Central Recruitment Board, and if so, when?	Explanatory Remarks indicating the reasons for delay in advertising the vacancy etc.
1	2	3	4	5	6	7	8

APPENDIX V.

(Rules 12 and 13).

Register of Vacancies in the.....during the official year.....

1. Serial Number. (The series will begin with the official year.)	
2. Date of Vacancy.	
3. Date of receipt of report of vacancy in the Unit Office.	
4. Designation of the appointment fallen vacant and pay.	
5. Duration of the vacancy.	
6. Whether the appointment is to be filled up by promotion or by direct recruitment. In the former case, particulars of two previous vacancies made available for direct recruitment in the same class, during the year.	
7. Designation and pay of the consequential appointment to be thrown open for direct recruitment if necessary.	
8. Whether the vacancy is one to be filled up on general or special considerations. In the former case, particulars of 2 or 3 previous vacancies made available during the year for direct recruitment with reference to serial number in the Gazette.	
9. Date of forwarding the "A" statement to the Central Recruitment Board.	
10. Serial number of the vacancy advertised in the Gazette.	
11. Date of receipt of applications from Central Recruitment Board.	
12. Number of applications received from Brahmins and from non-Brahmins.	
13. Name of the candidate appointed, caste and C. R. C. No. of his application.	
14. Date on which "B" statement was sent to the Central Recruitment Board.	
15. Whether any objection was taken or enquiry made by the Central Recruitment Board Office in respect of appointment made in the vacancy. (Number and date of communicatson from the Central Recruitment Board to be noted).	
16. Remarks.	
17. Serial number of the vacancy if readvertised.	

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Section

File No.

Serial No.

No.

General and Revenue Secretariat

( )

the *192*

To

.....

Date of issue.....

Signed by.....

List of enclosures.....

Copied by..... 23/12/29

Examined by.....

Sir,

I am directed to forward herewith ..... copies of the Manual of Recruitment Rules as revised up to 1st November 1929 for use in your Office

I am to add that copies have also been sent direct from this Office to the several Unit Offices under your control

I have etc

Secy 21/12/29 R.B.

Jms 21/12/29

WD 063—GPB—20,000—1-8-29

CENTRAL RECRUITMENT BOARD,

In reply, please quote
No...../C.R.B.

PUBLIC OFFICES,
Bangalore, dated.....192 .

From

D. C. SUBBARAYAPPA, ESQ., B.A., B.L.,
Secretary, Central Recruitment Board.

To

SIR,

I am directed to forward herewith ..... copies of the Manual of Recruitment Rules as revised up to 1st November 1929 for use in your Office.

I am to add that copies have also been sent direct from this Office to the several Unit Offices under your control.

I have the honour to be,

S i r,

Your most obedient servant,

Dcsubbarayappa

Secretary,
Central Recruitment Board.
hms

AT.

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

Date of issue 9.1.30

Signed by Asst Secy

1 Draft Subd. for approval as per personal instructions.

D.O.P. 23.12.29

23.12.29

Issue Secy 23/12/29

Issued

Dept

D.O.P. 10.1.30

List of enclosures.....

10.1.30

Copied by Ou. 23/1/29

Examined by.....

Section

File No.

Serial No.

No. ~~34~~ 3842 CR&S
Encls 1500 Copies of Manual.

To

The Superintendent
Govt Printing
Bangalore.

Sir,

I am directed to state that a ~~large~~ number of copies of the old edition of the Manual of rules and orders relating to recruitment are remaining in stock in this office. ~~and that we are~~ ~~made of the~~ ~~the office~~ ~~to~~ ~~see~~ a revised edition of the Manual has been printed, I am, large

over

1500 copies of the ~~same~~ old version of the manual sending them herewith for ~~the~~ such use as can be made of them ~~use of any suitable purpose at~~ the Govt. Press.

I have etc.,

Dep Secy.
Secretary.
C. R. Bd.

C.R.
23.12.29

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

Date of issue 2.1.1930

Signed by W. Des.

List of enclosures.....

Copied by [illegible] 13/1/30.

Examined by.....

Section

File No.

Serial No.

No. 4068/CRB.

Sends 200 copies of Manual

To

The Curator,

Govt. Central Book Depot,

Bangalore.

Sir,

I am directed to forward herewith 200 copies of the Manual of Recruitment Rules as revised upto 1st Nov. 1929 for sale to the public at the rate of two annas per copy. I have etc.,

Secy. 2/1/30

C. R. Bd.

Dft.

9.1.30.

over